



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **NIGERIA TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- Passport
  - Has to be valid 6 months at the date of submission.
  - has to have two clear pages.
  - It must have two clear pages opposite each other.
  - Supply a photo copy of the photo page.
- Letter from Applicant
  - An original letter from the applicant, stating the exact purpose of the trip and including a brief itinerary.
- Visa Application Form
  - Must be completed on line, printed and signed in black ink.
  - Visa form completed online. Print and sign. [View Form](#)
  - You will find also find a link to the application form in our document pack.
  - There is a payment needed on line, this will go to the government of Nigeria, you can choose to pay or we can pay this for you, the fees will be added to the total visa cost at the end of the process. If you do pay then you must print both the visa acknowledgement slip and payment slip. Make four copies of these documents.
  - To complete the visa form a Google or Yahoo account is needed or you need to register for an SW Global account.
- Photographs
  - Has to have applicants full name printed on the back of the photo.
  - Two recent passport sized colour photographs of photo booth quality and on an off whitish background. Staple either side of the face onto the visa form.
- Proof of Travel Arrangements
  - Booked flights showing entry and exit dates and full name of the applicant.
  - Booked accommodation showing checking in and checking out dates and also the full name of the applicant. An invitation letter from a Nigerian resident, can be a substitute for booked accommodation.
  - If applying with a letter of invitation then the letter needs to be original and a copy of passport and if applicable residency permit for Nigeria of the inviter.
- Proof of Funds and Employment
  - Most recent offline (posted) bank statements, showing at least £500 in credit. Must include the address of the applicant. Can be copies of the original bank statements.
  - An original letter from employer, addressed to the embassy, confirming that the applicant is employed, the dates of annual leave and that the applicant will be going to Nigeria as a tourist.
- The Nigerian visa centre requires all applicants to attend an interview to lodge their visa applications and to get their finger scanned.
  - Regent visas can assist you in obtaining your visa.
  - We offer:
    - Documents pre check
    - Booking the appointment
    - Paying for your visa online
    - Meeting the Client on the day of the appointment with your documents
    - Collecting your visa from the Nigerian visa centre and dispatching to you
- If the collection date of the visa will be later than the travel date on the visa application form, then complete the Nigeria Change of Travel Date form.
  - You will find one in our downloadable pack.
- Regent Visas Order Form

## **NIGERIA TOURIST STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- You will find this in our document pack.
- If you wish to have a PCR test for Covid-19 then Regent Visas can organise the appointment for you through our partners Medical centre in Harley Street, or arrange them to post you a testing kit. Kindly add the appropriate product to your order.
- Important notes:
  - There are 3 method of payments to get a visa. All 3 payments must be made. See below for details:
  - 1. On line visa payment. Regent Visas can make this payment for you.
  - 2. Embassy visa processing fee, either for standard or express service.
  - 3. Payment to OIS the official agency acting on behalf of the Embassy.
  - To apply for a 12 month multiple entry visa you must show an original previously used multiple entry visa.
  - To apply for a 6 month multiple entry visa you must show 2 original previously used single entry visas. Both must have been issued by London Embassy.
  - A single entry visa is valid for 3 months from date of issue.
  - Regent visas can complete the Nigerian visa form on your behalf. If required kindly add this product from the main menu to your order.
  - If the application is lodged at The Nigerian visa centre after 12pm then the visa will take one extra day to issue.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Nigeria Tourist"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

## PRINT NAME

## SIGNATURE

## DATE